maintain numerous qualifications or training requirements. Once established, the system operates automatically to permit supervisors and the SNF training coordinator the capability of tracking the individual's progress, and maintenance of qualifications.

Example of Electronic Form

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✓ STD-9 DI STANDARD FOR TECHNICAL PROCEDURE JAME 01-Mar/200 WRITING OTHER OTHE

Color codes on the electronic form identify specific tasks. Blue signifies a direct link to either an email address or to on-line documents. Red signifies training requirements needing completion.

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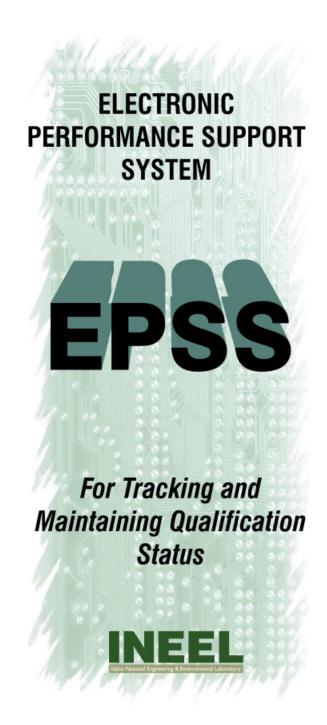
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U.S. Department of Energy

Assistant Secretary for Environmental Management Office of Project Completions



Electronic Performance Support System (EPSS)

An automated training records system at the Idaho National Engineering and Environmental Laboratory (INEEL) lets managers and supervisors in the Laboratory's Spent Nuclear Fuel (SNF) Program tailor training and certifications programs for its employees and their specific job duties.

The database, the Electronic Performance Support System (EPSS), is an automated computer program that supervisors and managers can use to help the SNF organization maintain current employee qualifications.

The EPSS gives the user an electronic form containing a checklist of all required courses and readings needed for individuals to qualify for and perform their jobs. The web-based application can be accessed from any computer that links to the INEEL intranet.

This training records database, built by SNF and Center for Performance Improvement engineers, can directly link to the INEEL company-wide training system known as TRAIN – Training Records and Information Network. Here, all information (job codes, training courses, required reading, and completion dates) automatically combine with the company-wide training database for a particular individual.

How EPSS Works

From the system's template, supervisors create an electronic form that details an

individual's specific training and certification needs. Here, a supervisor selects job functions, called job codes, from pull-down menus known as picklists, and assigns them to the individual. (If the individual has multiple supervisors, each will specify job functions on a separate form.)

As the supervisor builds the electronic training form, it automatically fills in necessary training courses and required readings as pre-specified for the particular job. This pre-specified information comes from the TRAIN system; this simplifies the process of keying in information and completing the training form.

If a supervisor needs to set up several employees with the same job codes and training requirements, the system lets the supervisor create an overarching code called a macro job code. It simplifies the process by permitting the supervisor to select only one macro job code from the picklist, rather that choosing several job codes for each individual.

Once the supervisor selects the job codes, he or she can add additional training courses or required readings applicable to the individual's duties. These added courses and readings come from a supplemental picklist. Additionally, if department-specific procedures are available electronically, EPSS can call up the electronic procedure(s), permitting the individual to read the document(s) and receive credit.

After building the form, the supervisor then mouse-clicks on a preset link that automatically sends an e-mail message directing the recipient(s) to call up their training plan(s) and begin their certification.

As a benefit to the employee, the checklist is also sent to the INEEL SNF training coordinator. This record will remain available in the historical section, even if the individual's training requirements change.

After completing the designated training, the employee mouse-clicks on a link labeled "Notify Manager of Completed Training Requirements," which sends an e-mail message to the supervisor stating the individual's training record is available for review and approval. After completing the review and printing off a hardcopy of the form, both the employee and supervisor sign it, denoting completion.

Record Keeping

Another feature of the EPSS is an automated notification system of training deficiencies. Every 30 days, an e-mail message goes to supervisors giving information on an employee's qualification deficiencies, such as incomplete or required training courses and required readings, and upcoming training needs for the next 60 days. With this information, the supervisor can direct the employees to complete or update any requirements.

Employees now have convenient access to outstanding training requirements, and the system lets trainees electronically submit their completed training history to their supervisor. The EPSS training record also transfers to the INEEL company-wide training system, TRAIN.

The EPSS is an effective and efficient tracking system for corporations with a large number of employees (or employees with multiple supervisors) who are required to